

## **DEPARTMENTAL RECORDS CLERK (FIRE)**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level positions of the classified service, the primary responsibilities of which include processing and filing fire department records for an assigned division or section, or in the central records division of the fire department. Departmental Records Clerks receive, sort, code, prepare, and organize records, reports, correspondence, or other information for use by department personnel. Employees of this class enter, locate, and retrieve information or documents which are maintained in hard copy files, the computer database, or other electronic storage media. Departmental Records Clerks perform assigned duties under general supervision, having work assigned and reviewed by the Fire Chief, or other ranking officer of the department.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives and reviews department records, reports, and other materials; processes and files materials in hard copy files or computer database where they are organized alphabetically and numerically. Stamps material to record date and/or time of receipt. Sets up filing system; revises such system when necessary. Traces missing files. Keeps records on the location of materials removed from files.

Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction. Reads or briefly reviews incoming materials and sorts according to file system.

Enters routine information in department records, and fills out all forms or records required or assigned. Prepares letters, forms, memos, statements, formal reports, or other assigned documents. Compiles and organizes data needed for reports.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media. Retrieves information or documents from the files and computer database. Processes departmental records utilizing other office equipment including typewriter, copying machine, and facsimile machine.

Answers telephone calls on assigned lines and handles routine matters, or transfers caller following department procedures. Assists visitors with routine requests. Processes mail and interdepartmental correspondence.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type 45 words per minute (net).

#### **MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS**

A minimum of six (6) months work experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing or computer database application.

**-or-**

Vocational/Technical certification in the operation of a computer terminal and word processing application.

**-or-**

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.